

# ROLES & RESPONSIBILITIES

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**Attachments:** Organizational Chart  
Formation Agenda Sample  
List of Supplies/Materials Forms 3-Day  
Weekend Matrix  
Staff Application Form

# **TEAM FORMATION**

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(Preparation – External)

# TEAM FORMATION

## (Preparation - External)

### ***DEFINITION OF FORMATION***

Team Formation is the preparation of the Team of servers. Formation meetings are series of meetings by the team members or staff prior to the Three-Day weekend. In the Fundamental Ideas of the Cursillo Movement book, Team Formation is called “External Preparation (Fundamental Ideas pg 105 section 212)

### ***GOAL OF FORMATION***

Team Formation or External Preparation’s goal is to prepare the team, both as an individual and as a community. “The team should be prepared and prepare the Cursillo appropriately, combining criteria and attitudes, sharing activities and being shaped as a Christian community.” (The Fundamental Ideas pg 105) The following are the important aspects that needs to be accomplished during the External Preparation meetings:

#### **A. TECHNICAL PREPARATION**

- To know and assimilate the objectives, the technique and the elements of the Cursillo as a whole and on each day
- To give Rollista a chance to understand and practice his/her talk
- To distribute the different tasks during, before and after the weekend

#### **B. COMMUNITY PREPARATION**

- To unite the criteria (principle) and wills (Spirit)
- To share concerns and enthusiasm
- To develop a deepened commitment of service
- To create an atmosphere of an authentic team that makes it possible to be an authentic witness
- To create an atmosphere of teamwork, the style of a Group Reunion

#### **C. SPIRITUAL PREPARATION**

- To develop a life of prayer and sacrifice as a team
  - To increase the vital union of each and every one with Christ
- To ask for prayers and sacrifices (Palanca) from people and communities that support and obtain from God the effectiveness of Cursillo

### ***ROLE OF 3-DAY COMMITTEE***

According to the Constitution and By-Laws of the Filipino Cursillo Community (Section 2) - the Three-Day Cursillo Committee shall guide, help and direct the Team during Formation and the Three-Day weekend. It shall also provide the necessary materials (manuals, matrix, forms, etc.)

### ***ROLE OF THE SPIRITUAL ADVISORS FOR THE WEEKEND***

While the Filipino Cursillo Movement is a lay movement, it cannot be without spiritual direction – hence, the selection of Spiritual Advisor(s). The Spiritual Advisor “is responsible for ensuring the doctrinal soundness of the message that is proclaimed, in communion with the Magisterium of the Church. He and/or she must understand the mentality of Cursillo Movement CM and know the objectives and techniques of the Cursillo.” (The Fundamental Ideas pg 104-105 Note: there is no mention on the Fundamental Ideas of how many spiritual advisors a weekend can have.

### ***ROLE OF THE RECTOR/RECTORA***

The Rector/Rectora is the principal member of the team. He or she is responsible to make sure that the Cursillo is developed according to the established method, encouraging the team to do the same. He or she needs to know the objectives, method and technique and be capable of applying it to the Cursillo weekend. He or she will assign tasks and services and coordinate the action of the team, assuming the ultimate responsibility all the time. He or she will be the first and principal server of charity and harmony among the team and the Cursillo as a whole. (pg 104 Fundamental Ideas) The Rector/Rectora understands and follows the tasks as written in the Three Day Rector Responsibilities. The Rector/Rectora also accepts the responsibility to follow through the new Cursillistas/graduates for at least one year.

### ***FORMATION DATES AND VENUE***

The number and dates of formation meetings will be dependent on the availability of the venue (selected by the Rector/Rectora) and the Spiritual Advisor(s). All dates and venue must be decided on prior to the Orientation/Team Formation/Preparation. Customarily there are about 10 formation meetings, which include the Formation Retreat, Penance Service and Family and Friends fellowship potluck.

### ***TEAM SELECTION***

The team is formed by lay people and priests (and religious) in harmony and complementarity, in a unity of mission and a diversity of services. It is formed by members of the School of Leaders, who have the mentality of the Cursillo Movement and knowledge

of its method. The various tasks and missions of the Cursillo will be distributed among team members, considering their aptitude and capabilities. (Fundamental Ideas pg.104 section 208).

There are different ways to making the Team Selection:

- The Secretariat can select the team from the School of Leaders *or*
- The Secretariat together with the Rector select the team from the School of Leaders *or*
- The Three-Day Cursillo Chairperson can recommend members from the School of Leaders for the team to the Secretariat for approval

Final approval for the Team Selection comes from the Secretariat and the team comes from the School of Leaders. (Rector Responsibilities Section III pg 1-2)

The Rector or Rectora shall invite those willing and eligible to serve through the Team Representatives. The number of servers will vary depending on the venue and total number of candidates.

### ***ORGANIZATIONAL CHART***

The Three-Day organizational chart is a tool to map out the different roles for each server. The chart clearly defines the specific assignments and the line of responsibilities. (See attachment template sample).

# **SELECTION PROCESS QUALIFICATIONS ROLES & RESPONSIBILITIES DURING FORMATION**

## SELECTION, QUALIFICATIONS, ROLES & RESPONSIBILITIES

### RECTOR

#### ***Selection Process***

The Secretariat (PCC) provides a list of qualified candidates based on the School of Leaders report. Then, the Three-Day Committee invites the qualified candidates to attend the discernment process. Selection of the Rector is done through a discernment process prepared and conducted by the Spiritual Advisor.

#### ***Qualifications***

- Must be an active member of a Group Reunion
- Must have delivered 2 rollos
- Must **attend** School of Leaders
- Must be well versed with the overall methodology of Cursillo
- Must be a living example of his/her faith
- Must not have previously served as Rector **within the last five (5) years**
- Must demonstrate leadership abilities
- Must be willing to adhere to the guidelines provided by the Three- Day Cursillo Committee

#### **The Essential Qualities of a Rector**

(From Section IV of the Three Day Cursillo from the National Cursillo Movement)

- Knowledgeable of and living the mentality, essence, purpose, and method of Cursillo.
- Lives the Cursillo method of Friendship Group Reunion and Ultreya.
- Attends School of Leaders.
- Has prior experience in serving on Three Day Cursillo teams.
- Lives a life that is not contrary to a life of Grace.
- Believes that serving on the Three-Day Cursillo team is a means to attain an end, which is, the purpose of Cursillo.
- Believes that friendship is foundational in Cursillo and therefore, evangelizes the person through friendship.
- Has attended a Step-by-Step Rector's Guide workshop, understands and agrees with its intended purpose.

When a Rector/a believes that serving in this capacity is an end in itself and/or their goal in Cursillo, more than likely he/she will consider this a "task" rather than "service" and will no longer see a need to attend School of Leaders, Group Reunion or Ultreya because he/she has accomplished their goal . . . been there, done that attitude.



### **Alternate**

Due to unforeseen circumstances, the Understudy will assume the role and responsibilities of the Rector if he or she is not able to serve (formation and/or weekend)

#### **Note:**

- o A member from the Three-Day Committee will be available to assist if needed.

### ***Roles and Responsibilities***

- o Studies and implements the Cursillo Manual.
- o Follows the Three-Day Cursillo Weekend Team Organizational Chart Approved by the Secretariat.
- o Works and coordinates with his/her selected Three-Day Resource Person.
- o Selects the Team Coordinators with the help of the Three-Day Committee.
- o Selects the members of the team with the help of the **CORE TEAM** which includes Assistant (Understudy), Coordinators, Three-Day Resource Person.
- o Informs each member of the purpose, methodologies, and strategies of the Cursillo Movement and how they are achieved.
- o Informs each member of the team his/her specific assignment(s) during the Weekend.
- o Provides a detailed schedule of the dates, time and location of team formation meetings.
- o Delegates responsibilities to the Assistant (Understudy) and Coordinators.
- o Together with her/his Core Team – plans carefully with great details formation meetings and all activities for the Weekend.
- o Surveys the Weekend venue with a member of the Core team (Assistant /Understudy and Coordinators) and Three-Day Committee. Ensures that building and grounds are appropriate. Makes sure the facilities are sufficient and in good working order.
- o Uses the projected budget provided by the Three-day committee and secretariat.
- o Coordinates with the Pre-Cursillo Committee with the invitation of candidates.
- o Shall attend the meet and greet event with the candidates organized by Pre-Cursillo Committee.
- o Together with the Three-Day Committee decides on the number of candidates for the Three-Day Cursillo Weekend.
- o Encourages and allows staff members to meet, discuss and plan strategies with respect to their assignments for the Weekend.
- o Establishes feedback and a system for constant evaluation of plans and objectives.
- o Follows formats from Opening night to the Clausura.
- o Consults and informs Three-Day Committee of current developments.
- o Encourages and creates an atmosphere of warmth and prayer during, before and after the Cursillo Weekend

- Attends Secretariat (as needed); required to attend Three-Day Committee, Team Reps and School of Leaders meetings.
- Coordinates with the previous rollista to be backup rollista.

**Note:**

In addition to above duties and responsibilities, Refer to Section V and VI of the “Three Day Cursillo Rector Responsibilities” from the National Cursillo Movement.

## ***WEEKEND SPIRITUAL ADVISOR(S)***

### ***Selection Process***

The FCC Spiritual Advisor will recommend prospective Spiritual Advisor(s) to the Rector. The FCC Spiritual Advisor will provide a list of qualified Spiritual Advisor(s) for the Rector to select from. The Rector will then choose from the list. They can be a Priest, a Deacon or vowed religious but at least one of them is a Priest.

### ***Roles and Responsibilities***

- Meets with the Rector and plans for the spiritual formation of the team its individualmembers.
- If needed and/or requested, advises Rector in the selection process of the Teammembers.
- Emphasizes to the team members the Cursillo methods andstrategy.
- Maintains good working relationship with the Rector and the rest of theteam.
- If needed, assists Rollistas in the development of her/his talk to ensure that the important aspect of the talks is emphasized
- Participates in all FormationMeetings.

## ***ASSITANT RECTOR & AUXILIARY COORDINATORS***

### ***Selection Process***

The Different options for Making the Team Selection.

- The Secretariat can select the team from the School of Leaders; or
- The Secretariat can select the Rector, and together they select the rest of the team from the School of Leaders; or
- The Cursillo Chairperson can recommend members from the School of Leaders for the team to the Secretariat for approval.

Any of these options are acceptable as long as the final approval comes from the Secretariat and the team comes from the School of Leaders.

*(Taken from: SECTION III “The Different Options for Making the Team Selection” <sup>1</sup> of the Three Day Cursillo, Rector/a Responsibilities from the National Cursillo Movement.)*

### ***Qualifications***

- Must be an active member of a group team reunion or ULTREYA.
- Must **attend all** Formation meetings.
- Must **attend** School of Leaders.

### ***Alternative***

In the event the Auxiliary Coordinator is unable to serve in their weekend, the Rector may appoint an alternate.

### ***Roles and Responsibilities***

#### **ASSISTANT RECTOR** (Formerly Understudy)

- Assumes the Rector roles and responsibilities in the event that he or she cannot perform his or her duties
- Shadows Rector during the formation and Cursillo weekend.
- Assists the Rector on planning during core and formation meetings.
- Attends meetings of the Secretariat (as needed) and Team Rep in the absence of the Rector

#### **CHAPEL COORDINATOR**

- Attends meetings called by the Rector.
- Prepares accounting of expenses, donations to be submitted to Rector for the

#### Chapel Group.

- Consults and work closely together with the Rector and Spiritual Advisor(s) in planning activities.
- Coordinates and discusses staff assignments.
- Gives top priority to the Team Formation meetings and the Three-Day weekend.
- Coordinates all assigned duties for Chapel Auxiliary.
- Performs inventory of supplies and donations to be used at the Chapel/Vigil/Assembly Hall (candles, flowers, crosses, hosts, and wine).
- Discusses Three-Day Matrix with Group.
- Develops and maintains Roster for Servers during Formation.
- Keeps track of Formation attendance.
- Coordinates with Spiritual Advisor(s) on the Liturgy for all masses for Formation meetings and Three-Day weekend.
- Prepares Liturgy handouts for the Formation meetings and the Three-Day weekend with the help of the Music Coordinator.
- Assigns Commissioned Extra Ordinary Ministers for Three-Day weekend if needed.

#### **SERVICE COORDINATOR**

- Attends meetings called by the Rector.
- Prepares accounting of expenses, donations to be submitted to Rector for the Service group.
- Consults and works closely together with the Rector and Spiritual Advisor(s) in planning activities (for formation meetings).
- Coordinates and discusses staff assignments.
- Gives top priority to the Team Formation meetings and the Three-Day weekend.
- Prepares oneself emotionally and physically for the Weekend.
- Coordinates snacks with Rector for the Three-Day weekend.
- Meets and conducts meetings with Service Group.
- Performs inventory of supplies and donations to be used in the Kitchen and Dining hall.
- Reminds staff of assigned duties.
- Discusses Three-Day Matrix with Group.
- Assigns sleeping arrangements (new Cursillistas and Staff).
- Coordinates special meal with the Pre-Cursillo Chairperson.
- Coordinates special sleeping arrangements for the new Cursillistas with the Pre-Cursillo Chairperson.

## ***STAFF (TEAM)***

### ***Selection Process***

The Rector invites the community to attend the Orientation meeting through the Team Reps. During the orientation – dates, venue, qualifications will be discussed. Those who can commit and have the qualifications are invited to sign up to serve. All servers must fill out a Server's Information Form. The Rector will try to get all the teams represented. Everyone is encouraged to attend the orientation. Those who cannot attend the orientation must directly contact the Rector for the specifics. With the help of the Rector/Rectora a minimum and maximum number of servers will be determined by the Three-Day Cursillo Committee.

### ***Qualifications***

- Active member of a Team Group Reunion or regular attendance of the Ultreya
- Regular attendance in the School of Leaders especially the Formation Retreat and Penance Service.

### ***Note:***

- First-time server is normally assigned to the Auxiliary Groups. However, the Rector and core team may decide, if they see fit, to place the server in either Chapel or Service Group

## ***TEAM LEADERS GROUP ROLES AND RESPONSIBILITIES***

### **Rollistas**

- Receive Rollo assignment from Rector.
- Collaborate with the mentor on the assigned rollo based on the Cursillo manual.
- Attend all Team Formation meetings.
- Familiarize self with all the Rollos.
- Deliver Rollo during Core, Formation meeting and the Cursillo weekend.

### **Table Coordinators and Alternate Table Coordinators**

#### **During formation meetings:**

- Must be familiar with the Cursillo manual.
- Have good understanding of all Rollos and how they're tied together.
- Take good notes as each rollo is delivered during Formation meetings
- Take active interest in evaluating each rollo.
- On Formation meetings, meet with other table coordinators to discuss:
  - Skills in facilitating discussions.
  - What to do and what not todo.
  - How to open lines of communication with new Cursillistas.
  - The process of group reunion and how to fill out service sheets.
  - Punctuality of Table Coordinators is amust.
  - Ensure at least one Table Coordinator is always available to assist new Cursillistas.
  - Discuss questions to be used during the weekend.
  - Plan how to do the corridor time.

#### **During Cursillo weekends:**

- Monitor, facilitate and guide discussions.
  - Review group sharing on each decuria
  - Table Coordinator to **minimize** talking or detailed explanation.
  - Avoid monopolizing the table discussion. Let the candidates do the sharing.
- Attend to the needs of the candidates in the Rollo Room.
- Develop a spirit of group reunion
- If additional explanation is needed during group discussion, refer questions to spiritual advisors

### **Audio/Visual Personnel**

- Coordinate and familiarize use of visual aids (computer, microphones/sounds, and projector).
- Coordinate with all Team Coordinators.

- Coordinate with all Rollistas and presenters.
- Prepares labels for the different rooms at the Cursillo Venue (Rollo Room, Chapel, Exit, Restrooms, etc.)
- Makes sure Podium Signs for all Rollo are available & ready.
- In-charge to put rollo sign on Podium and white board.
- Comes in early to put labels on different rooms.

### **Photographer**

- In charge of taking pictures for Formation & Three-Day Weekend
- In charge of the group picture (Staff and candidates) during the weekend
- Prints copies and distributes group picture
- Prepares needed supplies (camera, tripod, etc.)
- Develops and makes Poster of Staff's pictures per PSA
- Reminds all candidates and servers, no photography at the chapel.

### **Timekeeper**

- Monitors and keeps time for all activities
- Familiarizes self with Three-Day Schedule
- Familiarizes self with the time frame of each Rollos
- Plans and coordinates with presenter a way to signal and inform time limit

### **Den Officers:**

- Coordinate with the Labeler and the Service Coordinator for room assignments.
- Coordinate and gather supplies (snacks, drinks, coffee, tea, toiletries, napkins, extra beddings, extra towels, etc.) for the candidates.
- Attend to the needs of the Candidates.
- Assist the Candidates based on the schedule.

### **Treasurer:**

- Collect fees for the Three-Day weekend.



## ***CHAPEL GROUP ROLES AND RESPONSIBILITIES***

### **Palanca Officers**

- Prepare Palanca Materials (Sheets, Boxes, Envelopes)
- Collect and sort Palanca from the Community, family of candidates thru sponsors (prior to Three-Day weekend) for the candidates only.
- Coordinate with Chapel Coordinator.
- Familiarize with schedule of Palanca distribution.

### **Vigil / Chapel / Scheduler**

- In charge of scheduling Vigil.
- Coordinates with Chapel Coordinator.
- Prepares Vigil Schedule and coordinates for Auxiliary groups.
- Gathers materials (prayer books, pamphlets, rosaries, etc.) to be used during the Vigil.
- Prepares and disseminates Vigil Schedule prior to the Three-Day weekend.

### **Music Coordinator**

- In charge of all the music for the Formation and Three-Day Weekend
- Coordinates with Rector/Rectora, Chapel Coordinator and Spiritual Advisor(s) on the music of the liturgy.
- Coordinates with Rollistas if they have songs during their rollo.

### **Mananita Coordinator**

- Coordinates with the Music Coordinator.
- Checks and ensures music sheets are available.
- Coordinates physical nourishment for the community.

## ***SERVICE GROUPOLES AND RESPONSIBILITIES***

### **Refectorian**

- Gets the budget from the Service Coordinator
- Coordinates and plans the Three-Day Weekend Menu with the Service Coordinator and the Assistant Refectorian
- With the help of the Service Team purchases the supplies and food for the Weekend
- Must know special diets of candidates provided by the Pre-Cursillo Committee and special diets of servers.
- Prepares accounting of expenses, donations to be submitted to the Service Coordinator

### **Assistant Refectorian**

- Works closely with the Refectorian and the Service Group
- Helps coordinate and plans the Three-Day Weekend Menu

### **Kitchen Crew**

- Familiarize self with assigned duties and responsibilities (chopping, cutting, serving, washing dishes, cleaning, etc.)
- Check your assignments and perform as expected and needed

### **Labeler**

- Coordinates with Rector/Rectora the lists of new cursillistas and servers.
- Prepares, distributes, and posts labels, signs and tags
- Surveys the Three-Day Venue
- Prepares enough labels for new cursillistas' luggage (usually 4 labels each)
- Forwards all new cursillistas' luggage labels, tags, etc. to Registration Personnel (labels to be given to new cursillistas for them to tag their own luggages)
- Prepares list of bed assignments and bed labels for new cursillistas & Staff
- Comes in early to put bed labels on different rooms and dormitories and post list of bed assignment at the dormitories' entrance for new cursillistas & Staff

### **Security Officers**

- Know the Venue, and if possible, go with Rector when visiting venue
- Secure of copy of venue's current evacuation plan and add additional procedures if and when necessary. Discuss evacuation plan with Staff during Formation
- Gather important numbers (local police, fire dept., hospitals, etc.)
- Check the premises (building and surrounding areas) day and night
- Ensure parking space for emergency vehicle is not blocked
- Control traffic flow

### **Medical Officers**

- Plan and train staff on how to identify and handle medical situations
- Gather and prepare medical supplies that may be needed during the Three-day Weekend
- Have a list of new cursillistas and staff who have special medical needs and emergency contacts
- Keep medical information of new cursillistas and staff
- Prepare a designated area/room for attending to those with medical needs
- Contact person for medical emergencies during the weekend
- Arrange to shred medical information after the weekend

### **Runner**

- Must be licensed to drive and able to show proof of insurance
- Be able to carry at least 25 lbs
- Reports to the Service Coordinator
- Familiarize self with assigned tasks and schedule
- Familiarize self with the Venue and the surrounding area (know where the nearest grocery store, office supply, etc.)

# FORMATION TIMELINE

## Schedules/Topics for Formation Meetings

	Dates	Venue	Activity	Details
			Core Group Meetings	Rector/a meets with Understudy / assistant & Auxiliary coordinators to discuss: <ul style="list-style-type: none"> <li>○ Plan the Orientation Process</li> <li>○ Materials Needed for the meeting (signup sheet, Server Application form, formation dates &amp; requirement handouts)</li> <li>○ Send email / letter of invitation to serve</li> <li>○ Line up possible rollistas &amp; backup and assign resource</li> <li>○ Calendar rollo submission and dry run</li> <li>○ Palanca format</li> </ul>
			Staff Orientation	Rector/a discuss <ul style="list-style-type: none"> <li>○ formation dates</li> <li>○ encourage attendance</li> <li>○ qualifications</li> <li>○ Three-day weekend Venue &amp; fee</li> <li>○ invites everyone available to commit to serve.</li> <li>○ Distribute server application form</li> </ul> Staff can sign up by completing and turning in a Server's application form
			Core Group Meeting(s)  May also include the Music Coordinators	Discuss Servers applications – select servers and assign duties/responsibilities. Discuss and plan Formation Retreat <ul style="list-style-type: none"> <li>○ Commissioning / retreat</li> <li>○ Venue</li> <li>○ Liturgy/Music</li> <li>○ Materials for Commissioning Rites (crosses)</li> <li>○ Refreshments</li> </ul>
			Core Group Meeting	Discuss Agenda for the Formation Meetings and agenda by group, Assign Job duties by group Discuss and inventory supplies (Surplus), Refreshment for next meeting
1			Commissioning (Formation Retreat)	Given by the Spiritual Advisor (priest) Mass Commissioning of servers
2			Formation Meeting (Thursday activities)	Rector/a presents: <ul style="list-style-type: none"> <li>➤ Rules &amp; expectation</li> <li>➤ Thursday activities</li> <li>➤ Org Chart (initial version)</li> </ul> Share Palanca form

				Grouping (distribution of assigned tasks for), Formation Refreshment Assignments
3			Formation Meeting (Friday activities)	Rector/a presents Friday activities Grouping Discussion: <ul style="list-style-type: none"> <li>➤ Friday Job Assignments</li> <li>➤ Donations</li> <li>➤ Supplies</li> </ul> Present 2 Rollos (Preliminary Rollo, Ideal)
4			Formation Meeting (Saturday activities)	Rector/a presents Saturday activities Grouping Discussion: <ul style="list-style-type: none"> <li>➤ Saturday Job Assignments</li> </ul> Present 3 Rollos (Lay Person, Piety and Study) LCS (Leaders, Chapel & Service) Grouping
5			Formation Meeting (Sunday activities)	Rector/a presents Sunday activities <ul style="list-style-type: none"> <li>➤ Including clausura &amp; 4<sup>th</sup> day</li> </ul> Grouping Discussion: <ul style="list-style-type: none"> <li>➤ Sunday Job Assignments</li> </ul> Present 2 Rollos (Action and Leaders) LCS (Leaders, Chapel & Service) Grouping
6			Formation Meeting	Rector/a presents: <ul style="list-style-type: none"> <li>➤ Org Chart</li> <li>➤ House Keeping</li> <li>➤ Guidelines for the weekends - Dos and Don'ts</li> <li>➤ Things to bring</li> </ul> Present 2 Rollos (Study of the Environment and Christianity in Action) LCS (Leaders, Chapel & Service) Grouping
			Core Group Meeting	Discuss and plan Penance Service (Liturgy, Music, Agenda, Materials) Discuss the list of speakers / guests for the Clausura Meet and plan with medical officers for next formation
7			Formation Meeting / Penance Service	Present 2 Rollos (Cursillista Beyond the Cursillo and Total Security) Present: <ul style="list-style-type: none"> <li>➤ Security evaluation plan</li> <li>➤ Medical Contingency plan</li> </ul> LCS (Leaders, Chapel & Service) Grouping Penance Service and mass

**Note:** Number of formation meetings depend on the planning of the core group.

**GROUPING** -> Team Leaders, Chapel Group, Service Group

**CORE TEAM** includes Assistant (Understudy), Coordinators, Three-Day Resource Person

**Formation meetings are for servers only (No candidates)**

# ESSENTIALS FOR FORMATION MEETINGS

Team Leaders	Chapel Group	Service Group
<b>SUPPLIES:</b>  ┌ Papers, Pens, Magazines, Pen Markers, Poster Boards, Tapes, <i>labels</i> , etc. ┌ Audio/Visual (Computer, Projector, Screen, Microphones, CD Player, batteries, etc.) ┌ Rollo Room Snacks/Tissue ┌ Formation Materials (books, pamphlets, magazines, etc.) ┌ Table (Picture of Saints, table covers, etc.) ┌ Service Sheets ┌ Quadrant form ┌ Hobby sheet	<b>SUPPLIES:</b>  ┌ Mass (Wine, Host, etc.) ┌ Pilgrims Guide ┌ Flowers ┌ Rosaries ┌ Palancas ┌ Mass Handouts/Liturgy ┌ Penance Service (Um, Anointing Oil) ┌ The Eye and Blessed Mother	<b>SUPPLIES:</b>  ┌ Kitchen Supplies ┌ Aprons (bring your own) ┌ Hair net, mask (kn95), gloves, sanitizer ┌ Food & Drinks ┌ Paper Goods (plates, cups, spoons, forks, knives, etc.) ┌ Table Setting (table cloths, placemats, etc.)
<b>TOPICS to be discussed:</b>  ┌ Rollos ┌ Roles & Responsibilities each member ┌ Three-Day Matrix ┌ Reunion of the Table Groups / Poster Presentation ┌ Mass liturgy readers ┌ Morning/evening readers ┌ Station of the Cross participants ┌ Fiesta / poster presentation ┌ Clausura / 4 <sup>th</sup> day ┌ Readers for Bankruptcy & Story of John ┌ Corridor works / quadrant	<b>TOPICS to be discussed:</b>  ┌ Mass (Formation & Three-Day) ┌ Stations of the Cross planning ┌ Penance Service (Formation) ┌ Vigil ┌ Morning/Evening Prayers ┌ Rosary during visit to the Blessed Sacrament ┌ Palancas ┌ Distribution of Palanca ┌ Roles & Responsibilities for each member ┌ Three-Day Matrix	<b>TOPICS to be discussed:</b>  ┌ Three-Day Matrix ┌ Food Service (Plan & Discuss) ┌ Emergency Plan (Plan & Discuss) ┌ Plan Menu for Three-day Weekend ┌ Roles & Responsibilities for each member

# FORMATION ACTIVITIES

## **Orientation Meeting**

A meeting prior to Formation, called and conducted by the Rector/Rectora for all prospective servers.

**Purpose:** To orient and inform prospective servers, dates of Formation meetings, site, or venue of the Three-Day, roles and responsibilities requirements to serve, and answer questions.

### ***Process:***

Expectations from Rector/Rectora:

- Gets venue & date for Orientation
- Invites to the Orientation those who are interested to serve. Invitations will be mailed or emailed to the community as the case may be. Rector will work with Team Reps to follow-up on invite responses.
- With Pre-Cursillo to provide applications for candidates and Three-Day for servers.
- Discusses formation and weekend dates, fees, policy, rules, Mission Statement, guidelines, flexibility in schedule and venue.

## **Formation Retreat**

**Purpose:** To set the Formation atmosphere and build a community of servers. It is encouraged for those who signed up and are accepted to attend the Formation meetings and Three-Day weekend unless circumstance beyond anyone's control prevails.

**Process:** The Rector will coordinate with the Three-Day Committee to secure venues and dates for the Formation.

- Will meet with the CORE members to plan and coordinate Liturgy, Formation agenda, SBS Three-Day matrix, material hand-outs, meals, and refreshments.

## **Leaders, Chapel & Service (LCS) Groupings**

Servers are assigned tasks during Formation meetings according to organizational chart and weekend matrix.

## **Penance Service**

Healing and Reconciliation Service given by the Spiritual Advisor(s).

**Process:** The Rector together with his/her CORE members coordinate with the Spiritual Advisor(s) the Liturgy (including Music), the agenda and the sequence of the Penance Service. The assignments are usually taken care of by the Chapel Group. Some assignments may be distributed to the other groups (Team Leaders and Service Team).

**Overview of Weekend** (Presented by the Three-Day Committee)

To let the servers, know and understand the sequential flow of events during the Three-Day weekend. To check their overall knowledge learned from the Formation meetings.



# TEMPLATES

### Organizational Chart

Organizational chart template file will be provided by Three-Day Committee.

### Sample layout:

[illegible]

## **Staff Application Form**

**Sample layout:**



Filipino Cursillo  
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### **APPLICATION FORM TO SERVE A CURSILLO WEEKEND**

<b>Name:</b>	
<b>Address:</b>	
<b>Home Phone:</b> _____ <b>Work Phone:</b> _____ <b>Cell Phone:</b> _____	
<b>Email Address:</b>	
<b>Name of Group Reunion Team:</b>	<b>Team Reps Name:</b>
<b>Date of your Cursillo:</b> _____ <b>Place:</b> _____ <b>Cursillo #:</b> _____ <b>Decuria:</b> _____	
<b>Number of School of Leader (SOL) Attended:</b>	<b>CLW (Cursillo Leaders Workshop):</b>
<b>What is your current involvement in the Cursillo Community?</b> _____ _____	
<b>Have you attended the Sponsor's Workshop?</b> <b>When</b> _____ <b>Where?</b> _____	
<b>Have you had any prior experience in serving the Cursillo Weekend?</b> ___ Yes ___ No	
<b>If yes, list the most recent date first:</b>	
<b>Cursillo #</b> _____ <b>Date:</b> _____ <b>Place:</b> _____ <b>In what capacity?</b> _____	<b>If delivered a Rollo, what is your rollo?</b> _____
<b>Cursillo #</b> _____ <b>Date:</b> _____ <b>Place:</b> _____	<b>In what capacity?</b> _____ <b>If delivered a Rollo, what is your rollo?</b> _____
<b>Cursillo #</b> _____ <b>Date:</b> _____ <b>Place:</b> _____	<b>In what capacity?</b> _____ <b>If delivered a Rollo, what is your rollo?</b> _____
<b>Cursillo #</b> _____ <b>Date:</b> _____ <b>Place:</b> _____	<b>In what capacity?</b> _____ <b>If delivered a Rollo, what is your rollo?</b> _____

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Cursillo # _____ Date: _____ Place: _____ In what capacity? _____ If delivered a Rollo, what is your rollo? _____
Cursillo # _____ Date: _____ Place: _____ In what capacity? _____ If delivered a Rollo, what is your rollo? _____
Cursillo # _____ Date: _____ Place: _____ In what capacity? _____ If delivered a Rollo, what is your rollo? _____
Do you have any special talents or skills that maybe useful for the weekend which you wish to share with your fellow brothers/sisters? Please explain. _____ _____ _____ _____
Do you have any health concerns that we should be aware of at this time? ____ Yes ____ No _____ _____
In case of emergency, contact: _____ Phone: _____ Insurance Company: _____ Medical Record: _____ In case of medical emergency, do you have hospital preference: _____ Name of Hospital: _____ Primary Physician: _____ Telephone No: _____
COVID19 VACCINE: Are you fully vaccinated? Yes ____ No ____ Must be fully vaccinated to attend the Cursillo Weekend. (Please show proof of vaccination record upon arrival at the Retreat Facility)

**SIGNATURE:** \_\_\_\_\_

*Note: Please submit this application to the Rector/Rectora*

**FOR THREE DAY COMMITTEE:**

Date Received by Rector/Rectora: \_\_\_\_\_ Date Reviewed by Rector/Rectora \_\_\_\_\_  
Letter of Acceptance mailed: \_\_\_\_\_